

Mandatory Initial Discovery Pilot (MIDP) Program

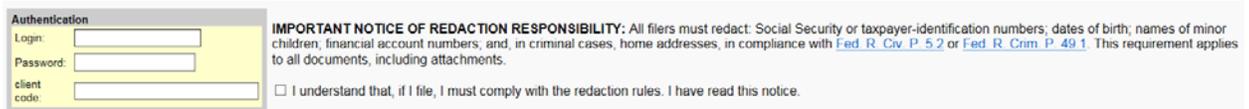
Guide to Electronic Filing of Pleadings using MIDP Events

The Northern District of Illinois has created a specific list of events dedicated to the filing of pleadings under the MIDP program. The complete list of MIDP pleading events are:

- Joint Certification to Defer Initial Discovery Deadline (Settlement)(MIDP)
- Motion to Defer Initial Discovery Response Deadline (MIDP)
- Motion to Defer Responsive Pleading Deadline (MIDP)
- Notice of Service of Responses to Mandatory Initial Discovery (MIDP)
- Notice of Service of Supplemental Mandatory Initial Discovery Responses (MIDP)
- Rule 26(f) Report re MIDP
- Stipulation re No Discovery will be Conducted (MIDP)

The following guide will demonstrate the step by step process to file a pleading in a MIDP case.

1. Access the Northern District of Illinois Electronic Filing system (ECF) at <https://ecf.ilnd.uscourts.gov>. Use your Court issued login credentials to login to the system.

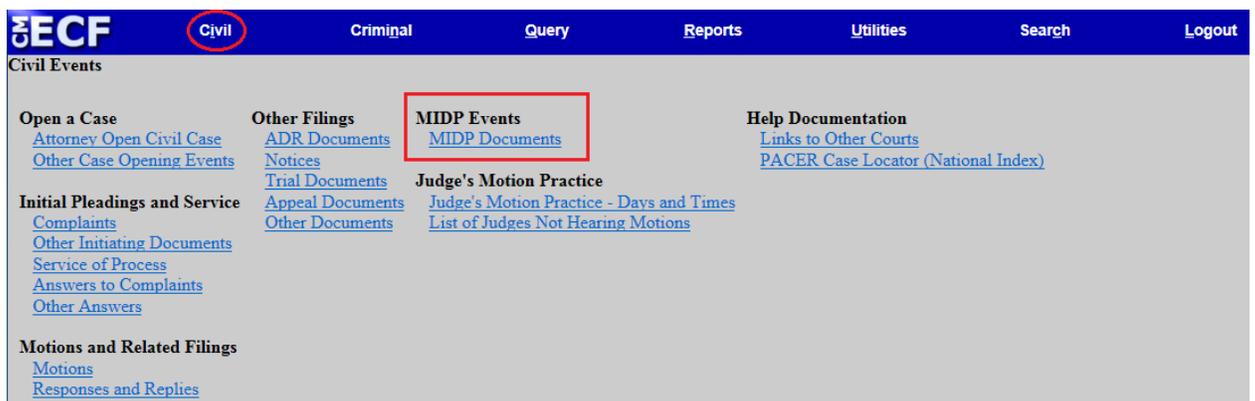


The screenshot shows the login interface for the ECF system. On the left, there is an 'Authentication' section with input fields for 'Login:', 'Password:', 'client code:', and 'code:'. To the right, there is a prominent 'IMPORTANT NOTICE OF REDACTION RESPONSIBILITY' in bold text, stating that all filers must redact Social Security or taxpayer-identification numbers, dates of birth, names of minor children, financial account numbers, and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1. Below the notice is a checkbox with the text 'I understand that, if I file, I must comply with the redaction rules. I have read this notice.'

2. At the Blue CM/ECF menu bar select "Civil".



3. On the Civil Events page under the MIDP Events heading select "MIDP Documents".



- From the MIDP Events screen, select the name of the pleading to be electronically filed. In the steps that follow a “Motion to Defer Responsive Pleading Deadline (MIDP)” will be filed as an example. Please note: The steps for electronic filing will be the same for any of the MIDP events shown at the top of Page 1.

The screenshot shows the 'MIDP Events' interface. At the top, there is a search box. Below it, the 'Available Events (click to select an event)' list includes: 'Joint Certification to Defer Initial Discover Deadline (Settlement)(MIDP)', 'Motion to Defer Initial Discovery Response Deadline (MIDP)', 'Motion to Defer Responsive Pleading Deadline (MIDP)', 'Notice of Service of Responses to Mandatory Initial Discovery (MIDP)', 'Notice of Service of Supplemental Mandatory Initial Discovery Resp', 'Rule 26(f) Report re MIDP', and 'Stipulation re No Discovery Will Be Conducted (MIDP)'. The 'Motion to Defer Responsive Pleading Deadline (MIDP)' is highlighted in blue. A red arrow points to this selection. To the right, the 'Selected Event' text box contains 'Motion to Defer Responsive Pleading Deadline (MIDP)'. A red arrow points down to this text box. At the bottom, there are 'Next' and 'Clear' buttons. The 'Next' button is highlighted with a red box.

- Using your mouse pointer, left click on “Motion to Defer Responsive Pleading Deadline (MIDP)” event. The “Motion to Defer Responsive Pleading Deadline (MIDP)” event should appear in the “Selected Event” text box.
 - Then click the “Next” button.
- Enter the Civil Case Number in one of the formats as shown.

The screenshot shows the 'MIDP Events' interface. The 'Civil Case Number' field is highlighted in yellow and contains the text '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the field are 'Next' and 'Clear' buttons.

- Click on “Find This Case, then click the “Next” button.

The screenshot shows the 'MIDP Events' interface. The 'Civil Case Number' field contains '1:17-cv-3' and a search button labeled 'Find This Case' is highlighted in yellow. A red arrow points down to the 'Find This Case' button. Below the field are 'Next' and 'Clear' buttons. The 'Next' button is highlighted with a red box.

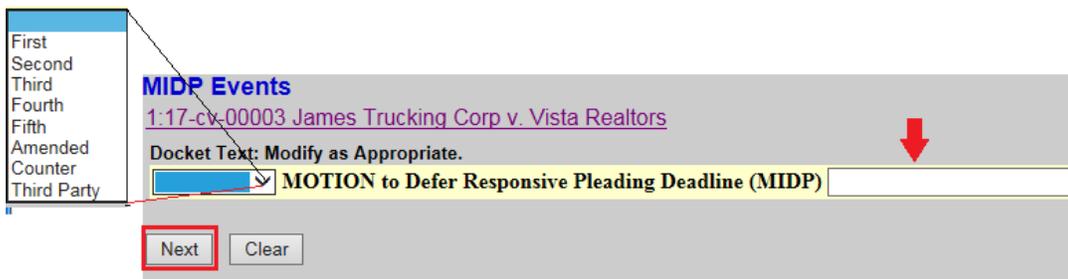
- Use this screen to verify the correct case number and case title the pleading is to be filed to, then click the “Next” button.

The screenshot shows the 'MIDP Events' interface. The case title '1:17-cv-00003 James Trucking Corp v. Vista Realtors' is displayed in purple text. A red arrow points up to this text. Below the title are 'Next' and 'Clear' buttons. The 'Next' button is highlighted with a red box.

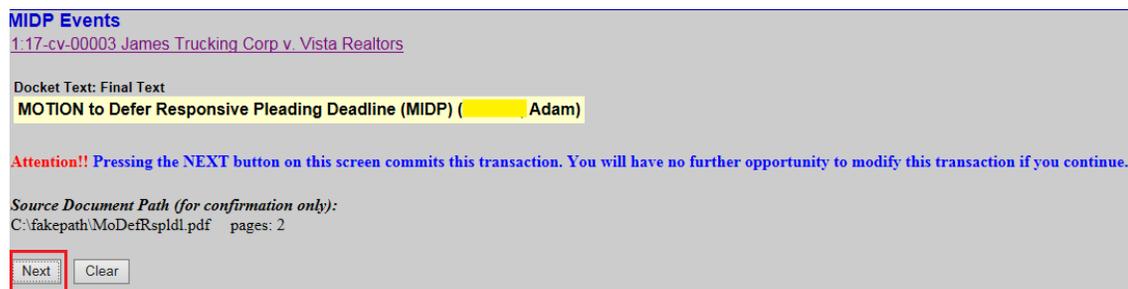
8. In this step the PDF of the pleading will be selected from your local system to be uploaded.
 - a. Click on the “Browse” button to search local or network drives for the PDF document that will be uploaded to the ECF system.
 - b. In the Choose file to Upload dialog box from your local system, highlight the PDF document and click “Open”.
 - c. If there are Attachments to the pleading repeat the steps described in Step 8 and 8a.
 - d. After all the documents have been selected for uploading, click the “Next” button.



9. This screen presents the user with the text that will appear on the docket. (Optional) Use the drop down box to add one of the listed prefixes to the docket entry. (Optional) In the text box located at the end of the docket entry, you may add supplemental text, e.g. “by defendant Vista Realtors.” Then click the “Next” button.



10. This screen is the final point in the docketing process. By clicking the “Next” button, the entry will be written to the docket. There will be no further opportunity to modify this transaction. To abort the entry click on “Civil” located in the Blue menu bar.



11. Once the docket entry is written to the docket, a "Notice of Electronic Filing" will be displayed and notices emailed to the attorneys of record. This will be your receipt of a successful docket entry.

MIDP Events
[1:17-cv-00003 James Trucking Corp v. Vista Realtors](#)

United States District Court
Northern District of Illinois - CM/ECF Ver 6.1.1.2

Notice of Electronic Filing

The following transaction was entered by Cornea, Adam on 5/11/2017 at 3:18 PM CDT and filed on 5/11/2017

Case Name: James Trucking Corp v. Vista Realtors
Case Number: [1:17-cv-00003](#)
Filer:
Document Number: [3](#)

Docket Text:
MOTION to Defer Responsive Pleading Deadline (MIDP) (, Adam)

1:17-cv-00003 Notice has been electronically mailed to:

Adam S. @ilnd.uscourts.gov
Ryan C. @ilnd.uscourts.gov

1:17-cv-00003 Notice has been delivered by other means to:

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1040059490 [Date=5/11/2017] [FileNumber=102584-0]
[0d657ca1abb01de1d2e3be4260371c58b01ade0b983d8270605eb894733f436dff11
5c527d2eade36a3d9af3d5c951fe50f7524eb9afa661312ea606eb00f8e8]]

If you have any questions or need assistance filing a particular pleading, please call the ECF Help Desk at (312) 435-5671 or at Docketing_HelpDesk_ILND@ilnd.uscourts.gov